BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AIR FORCE INSTRUCTION 24-301

AIR FORCE MATERIEL COMMAND
Supplement 1

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Transportation

VEHICLE OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(John D. Haley II, GS-12)
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(Col Carl A. Whicker)
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It applies to all AFMC organizations that operate and control Air Force motor vehicles. Vehicles financed through nonappropiated funds are exempt from this instruction. This supplement does not apply to US Air Force Reserve or Air National Guard units or members. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through unit transportation channels to HQ AFMC/LGTV, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006

SUMMARY OF REVISIONS

This is the initial publication of this supplement. It incorporates material from the previous AFI 24-301/AFMC Sup 1 and AFI 24-301, implements the AFMC Progressive Vehicle Inspection Program, requires the Vehicle Operations Officer (VOO) to conduct semi-annual Vehicle Control Officer (VCO) meetings, establishes a training program for VCOs, reinforces Air Force's Zero Fleet Growth initiative and identifies the vehicle authorization review authority for AFMC associate activities. It establishes the use of Operator Inspection Guide and Trouble Report for GSA vehicles. Prescribes that the VCO/VCNCO will ensure all repaired vehicles are inspected for serviceability after being released from a vehicle repair facility, including GSA vehicles. Requires the VCO/VCNCO to document repair actions taken by the GSA/leased service provider in the Maintenance Control Report section of AF Form 18XX. Prescribes the addition of operator inspections for specific and/or unique missions on the AF Form 18XX. Requires Nuclear Certified GSA/leased vehicles belonging to munitions maintenance squadrons, not maintained by an Air Force Vehicle Maintenance shop, will have repairs accomplished at a Manufacture's Vehicle Repair Dealership or Automotive Excellence Service (ASE) repair facilities. This supplement does not apply to Air National Guard or US Air Force Reserve units or members. It applies to all AFMC organizations that are assigned Air Force motor vehicles.

AFI 24-301, 1 November 2001, is supplemented as follows:

1.2.3.2. Major vehicle users will be encouraged to provide priority buy input.

1.2.6. Logistics Group Commander or in the absence of a Logistics Group Commander the Group/CC in the LGT Chain of Command.

1.2.12.4. The VOO will conduct a VCO meeting for all unit VCOs at least semi-annually. Topics for discussion will include: VCO duties, solutions to identified problems, other pertinent information, procedural changes and special interest items being worked or being initiated. Send a copy of the VCO meeting minutes to HQ AFMC/LGTV not later than 15 calendar days after meeting.

1.2.12.7. Send the base data transfer download disks from Fleet Management Module of OLVIMS to HQ AFMC/LGTV by the 15th day of each month. (See AFPD 24-3, Operation, Maintenance, and Use of Transportation Vehicles and Equipment, Paragraph A64.)

3.1.6.2. Present the annual analysis with recommendations to the vehicle authorization review authority. Rotate Depot Maintenance Business Area (DMBA) funded vehicles within DMBA funded units only.

3.1.7. Fleet Management will implement the AFMC Progressive Vehicle Inspection Program. See attachment 7 (Added) for specific guidance. Additionally, Fleet Management sets up a training program for VCO personnel. The following areas are included in the training as a minimum:

- Intent of the Vehicle Control Program.
- Duties and responsibilities contained in AFI 24-301, Vehicle Operation, and AFPAM 24-317, Vehicle Control
- Vehicle Assessments.
- Fleet Management Support.
- Vehicle maintenance policies.
- Accident, abuse, and misuse policies and procedures.
- Base and MAJCOM directives.
- Vehicle rotation program.
- Vehicle justifications.
- Energy conservation information.

Note: Fleet Management must ensure VCOs are trained in vehicle accident, abuses and misuses reporting procedures.

3.1.7.1. The following information will be retained for reference by each VCO or VCNCO:

- VCO/VCNCO appointment letters
- Attachment 2 to AFI 24-301/AFMCS 1.
- Receipt for unit vehicles.
- Last two copies of the vehicle control function assistance visits.
- Copy of the latest vehicle assessment.
- VCO meeting minutes for the last year.
- Copy of the approved unit vehicle trainers.
- Unit approved vehicle training lesson plans.

- Monthly safety briefings for the last year (an MFR with date of briefings and a brief explanation of the topic is sufficient) and unit vehicle inspections.

4.4.1. As mandated in DoD 4500.36 R, *Management, Acquisition and Use of Motor Vehicles*, a valid state driver' license and AF Form 2293 (when required) will be in the operator's possession at all times while operating Government vehicles.

4.9. HQ AFMC/LGTV will review the draft Support Agreements before submitting to HQ USAF/ILTV for approval.

5.2. Logistics Group Commander or in the absence of a Logistics Group Commander the Group/CC in the LGT Chain of Command is the vehicle authorization review authority for the installation. Additionally, the following identifies the vehicle authorization review authority where AFMC has associate activities:

Location	**Authority**
Holloman AFB NM	46 TG/CC
Kirtland AFB NM	AFRL/CC
Rome NY	AFRL/CC

5.9.1. Manage rental or leased vehicles the same as Air Force procured vehicles. Vehicles will contain the applicable operator's inspection guide and trouble report.

5.10.3. (Added) Vehicles rented or leased to support installation requirements will contain the applicable forms (AF Form 18XX, DD Form 518 and SF 91).

5.17.2.2. Forward AF Form 1474 requirement to HQ AFMC/LGTV by 15 Oct of each year. Negative reports are required. HQ AFMC/LGTV will in turn forward consolidate report to HQ USAF/ILTV.

6.7. Continue to process AF Form 601, **Equipment Action Request**, and AFMC Form 71, **Vehicle Justification**, to obtain vehicle authorizations. Use AFMC Form 71 for vehicle justification. Complete all blocks on AFMC Form 71. Blocks that do not apply to the particular type of vehicle must contain "N/A." In addition, the following item, if applicable, must be addressed or attached to the AFMC Form 71:

6.7.1.1. (Added) Section I must include the following statement to support DMBA justification for vehicles "See attached Depot Maintenance Area economic analysis" The economic analysis must be certified by the DMBA director or his/her representative.

6.7.1.2. (Added) Vehicle Authorization increases due to RTD&E mission. Increases must be supported by a funded program element (PE). The following information must be included:

- PE number
- PE Title, Start date of project and project number
- Completion date of project

6.7.1.3. (Added) Other mission changes that require an increase to the AFMC vehicle ceiling must be supported by an identified and funded Project Objective Memorandum (POM) initiative.

6.7.1.4. (Added) The contract number and copy of the applicable portions of the contract that identify asset(s) required to support the contract.

7.5. Eagle plates (6 by 9 inches) are authorized for the vehicles assigned to wing or equivalent two letter colonels who report directly to the installation or wing commander.

10.3. HQ AFMC/LGTV will review the draft Support Agreements before submitting to HQ USAF/ILTV for approval

15.3. The AFMC/CC has designated the Center Commander as the Installation Commander on AFMC Installations (with the exception of Kirtland AFB NM). As such, the following is a complete list of all positions within AFMC that are authorized command and control vehicle authority:

- AFMC/CC
- AAC/CC
- AEDC/CC
- AFFTC/CC
- ASC/CC
- ESC/CC
- HSC/CC
- OC-ALC/CC
- OO-ALC/CC
- SA-ALC/CC
- SM-ALC/CC
- SMC/CC
- WR-ALC/CC
- 377 ABW/CC

A2.1. AF Forms 868 will not be inflated or misleading. Examples may include but are not limited to the following: AF Form 868 opened for operations personnel servicing vehicles (other than command and control servicing), AF Form 868 opened each round the shuttle bus makes, or AF Form 868 opened and closed for each leg of a round trip request.

Attachment 6 (ADDED)

AFMC PROGRESSIVE VEHICLE INSPECTION PROGRAM

A6.1. (Added) General: This attachment implements AFPD 24-3, ***Operations, Maintenance, and Use of Transportation Vehicles and Equipment***. It establishes procedures for implementation and management of the Air Force Materiel Command (AFMC) Progressive Vehicle Inspection Program. It provides guidance, establishes standards, and prescribes procedures to ensure vehicles and equipment appearance standards and conditions are maintained. It applies to all AFMC bases. Associate units should be encouraged to participate. It does not apply to Air National Guard and United States Air Force Reserve units. The Progressive Vehicle Inspection Program focuses command attention on the appearance and condition of Air Force vehicles. It emphasizes the concept of basic operator care. It highlights problems that should trigger the Operational Risk Management processes dictated in AFPAM 90-902 and AFMCI 90-902. Safety is always a prime consideration in operating vehicles/equipment. The ORM process assures safety is considered in the selection of a course of action.

A6.2. (Added) Objectives.

A6.2.1. (Added) Enhance and extend the useful life vehicles by preserving their overall condition and appearance (interior and exterior).

A6.3. (Added) Responsibilities:

A6.3.1. (Added) The Wing Commander is responsible for the overall effectiveness of the Vehicle Inspection Program and will apply emphasis through Group Commanders to ensure the fleet is mission ready. The Wing Commander will receive semiannual report/briefings detailing the results all of the vehicle inspection results for the wing.

A6.3.2. (Added) The Logistics Group Commander or in the absence of a LG/CC the Group Commander in the LGT Chain of Command is responsible for monitoring the program and ensuring participation of all units assigned or attached to the installation.

A6.3.2.1. (Added) The Logistics Group Commander will ensure a semiannual vehicle assessment is conducted on a minimum of 10 percent of the AFMC assigned vehicle fleet.

A6.3.3. (Added) The Chief of Transportation is responsible for the execution of the Progressive Vehicle Inspection Program. This includes reporting/briefing all of the unit inspection results to the Wing Commander.

A6.3.4. (Added) Unit commanders are responsible for the condition of the vehicles entrusted to them. All means available to reduce vehicle mishaps, misuse and abuse will be exercised. Commanders will appoint a Vehicle Control Officer (VCO) and a Vehicle Control Noncommissioned Officer (VCNCO). Commanders will respond directly to the concerns/inquires of the Wing Commander regarding their assigned vehicles. Additionally, no one in the chain of command is better positioned to correct or recognize vehicle operators and VCO/VCNCOs than the unit commander. It is encouraged that unit commanders establish an incentive program to recognize those who properly maintain and operate the unit's assigned vehicles

A6.3.5. (Added) The unit VCO and VCNCO will execute the duties outlined in AFPAM 24-317, AFI 24-301 1.2.16 and this attachment to this supplement.

A6.3.6. (Added) All vehicle operators will execute duties as outlined in AFJMAN 24-306.

A6.3.7. (Added) The Vehicle Operations Officer and the Vehicle Operations Supervisor are responsible for ensuring:

A6.3.8. (Added) Unit VCO/VCNCOs are scheduled for training within 10 days of appointment.

A6.3.9. (Added) Each unit with a vehicle control program receives an annual assistance visit to identify trends and to resolve any operational problems.

A6.3.10. (Added) At a minimum, ten percent (10%) of the base fleet is inspected semiannually by Transportation personnel; all inspections will be accomplished on a no-notice basis at places such as the unit or the fuel station. All units will be inspected semiannually.

A6.3.11. (Added) In the event a vehicle(s) fails inspection, a re-inspection of the vehicle will be conducted within two working days to ensure corrective actions have been taken.

A6.3.12. (Added) The unit commanders will receive a report explaining the results of their unit's inspection as soon as possible after the inspection. As a professional courtesy, ensure unit commander receives results before briefing the Wing Commander.

A6.4. (Added) Procedures:

A6.4.1. (Added) Vehicle paint/enhancement. The vehicle maintenance flight will:

A6.4.1.1. (Added) Develop and maintain a vehicle and equipment enhancement plan.

A6.4.1.2. (Added) Prioritize vehicles and equipment by using the following guidelines:

A6.4.1.3. (Added) Vehicles or equipment that will get the most useful life after painting or enhancement.

A6.4.1.4. (Added) Vehicles and equipment in most need of painting or enhancement.

A6.4.1.5. (Added) Establish rapport with vehicle owners.

A6.4.1.6. (Added) Review vehicle or equipment condition with owners before and after painting or enhancement.

A6.4.1.7. (Added) Provide help to users performing vehicle or equipment care.

A6.4.1.8. (Added) Provide a work area, necessary tools, parts and assistance as required.

A6.4.2. (Added) Vehicle and Equipment Standards:

A6.4.2.1. (Added) Vehicles exteriors will be clean and undamaged.

A6.4.2.2. (Added) General purpose vehicles will be free of unsightly dents/dings, and damaged areas. Special purpose vehicles will have minimal dents, dings and damaged areas.

A6.4.2.3. (Added) Repair or replace damaged, loose, or missing parts or components, e.g. wheel covers, window hand cranks, etc.

A6.4.2.4. (Added) Wheel wells and undercarriages will be clean.

A6.4.2.5. (Added) Vehicle Maintenance will touch-up small chips in paint.

A6.4.2.6. (Added) Treat larger chips in paint or damaged paint by spray painting the entire section, e.g. doors, fenders, hoods etc.

A6.4.2.7. (Added) Completely repaint vehicles when adequate protection must be afforded against corrosion and the cost of repainting is less costly than spot painting.

A6.4.2.8. (Added) Identification markings will be in accordance with Technical Order (TO) 36-1-191.

A6.4.2.9. (Added) Mark tire inflation pressure and other mandatory markings in accordance with TO 36-1-191.

A6.4.2.10. (Added) A 6-12-inch ownership plate may be attached to the front of vehicles in accordance with TO 36-1-191.

A6.4.2.11. (Added) Vehicle and equipment interior will be clean, serviceable, and undamaged.

A6.4.2.12. (Added) Headliner, seat belts, flooring material, and seats will be in good condition.

A6.4.2.13. (Added) Dashboards will be free of decals and unnecessary holes; holes will be plugged or covered.

A6.4.2.14. (Added) Place tower signal decals in the lower left corner of the windshield or the back side of sun visors. (This may be waived according to T.O. 36-1-3)

A6.4.2.15. (Added) Brake pedal pads will not be excessively worn or missing.

A6.4.2.16. (Added) Upholstery will not be split or torn (Seat covers may be used).

A6.4.3. (Added) Engine compartment:

A6.4.3.1. (Added) Engines will be clean

A6.4.3.2. (Added) Engine and components will be free of excessive leaks.

A6.4.3.3. (Added) No loose components, e.g. hood insulation, etc.

A6.4.4. (Added) Standard Signs. IAW 36-1-191 this attachment 1 identifies/reflects examples of standardized plates and signs.

A6.4.4.1. (Added) Magnetic organizational signs (26 by 20 inches) may be used on the side of metro trucks and panel vans as shown in this attachment. These signs are normally white with dark blue letters of a size appropriate to the sign's content. However, if the vehicle is assigned to unit that is in direct support of a flying unit, the letters may be the unit colors, or the background may be the unit color with white letters. In addition to the organization, the call sign may also appear on the sign. Place the sign one-third of the way back on the cargo box and center vertically. **Note:** Magnetic signs are the preferred and recommended method of vehicle identification. In those few instances where magnetic signs are impractical, metal signs or sign holders may be bolted to the vehicle with vehicle operations and vehicle maintenance approval. Ensure all such installations are neat and professional and there are a minimum number of holes drilled.

A6.4.4.2. (Added) Display organizational signs on sideboards mounted to the side of pickup truck cargo beds as shown in this attachment. Signs must be uniform height of 6 inches, have a strata blue background with 4-inch white lettering (reflective tape is authorized), and may be constructed of metal or metal on wood. If the vehicle assigned to a unit that is in direct support of a flying unit, the letters may be the same as unit colors or a strata blue sign may be mounted on a sideboard painted unit color. In addition to the organization, signs may denote the title or call sign

of the primary user; for example SOF, PROD SUPER, etc. Instead of actual sideboards, magnetic signs of the same style and dimensions may be mounted flush with the top of the cargo bed. Whichever method is chosen, make every effort to standardize the signs throughout the base.

A6.4.4.3. (Added) Special purpose vehicles in direct support of a flying unit may denote the title and call sign of the primary owner. The sign background will consist of white magnet type material 25 inches in length by 6 inches in height with dark blue lettering. Lettering will be 1 inch letters for primary owners, flight name, and 4 inch letters for call sign. Exceptions to this will be for olive drab vehicles which will be lettered in black lettering as described above. (**Note:** reflective black and blue lettering is an authorized alternate lettering option.) Signs will be placed on the left side front fenders/door and right side front fender/doors.

A6.4.4.4. (Added) If signs currently in use do not comply with the standard, replace them by attrition.

A6.5. (Added) Progressive Vehicle Inspection Criteria:

A6.5.1. (Added) There are two types of vehicle discrepancies: Major and Minor.

A6.5.1.1. (Added) A major discrepancy is defined as a condition that includes a safety discrepancy, a device that could adversely affect the safety of personnel or operation of the equipment, and may lead to further deterioration of the vehicle or equipment. Point assessment for a major discrepancy: 2 points each.

A6.5.1.2. (Added) A minor discrepancy is defined as a condition, which violates a technical order or other pertinent publication, but will not cause further damage to the vehicle or equipment. Point assessment for a minor discrepancy: 1 point each.

A6.5.2. (Added) Each vehicle will begin with 4 points, as discrepancies are found points will be deducted. The assessment will continue even if the vehicle has accumulated 4 points, but will not exceed a 4 point deduction per vehicle. (Note: Vehicles will not end up with negative points.)

A6.5.2.1. (Added) Engine Oil Level – 2 points. The engine oil level must read between the add and full line on the dipstick. Engine oil levels which are above full or below the add line will result in a 2 point deduction.

A6.5.2.2. (Added) Coolant System – 2 points. Vehicles, in which the overflow bottle is marked with a minimum and maximum level, the coolant level must be between those marks. For vehicles in which the overflow bottle is not marked, coolant level will be above the top of the radiator coil.

A6.5.2.3. (Added) Battery (Corrosion/Water Level) – 1 point. Batteries with low fluid levels, corrosion on the terminals and battery box, and if battery is not properly secured will result in a 1 point deduction.

A6.5.2.4. (Added) Engine (Leaks/Belts/Hoses) – 2 points. 2 points will be deducted for leaks and missing belts. Loose belts, frayed or loose wires, and dry rotted hoses will have a 1 point deduction. Belts can be checked for looseness by pushing on the belt with thumb. Belts should move no more than 1/2 inch deflection.

A6.5.2.5. (Added) Fluid Levels – 2 points. 2 points will be deducted for vehicles with low fluid levels and fluid levels that exceed the required amount by 1/4 inch on the dipstick. 1/2 point will be deducted for any fluid cap missing. .

A6.5.2.6. (Added) Headlights – 2 points. High and low beam headlights must be operational.

A6.5.2.7. (Added) Turn Signals – 2 points. Front and rear turn signals must be operational.

A6.5.2.8. (Added) Brake Lights – 2 points. Brake lights must operate when the brake pedal is depressed.

A6.5.2.9. (Added) Special Lighting – 2 points. Hazard lights, back-up lights, emergency lights and other safety lights must be operational.

A6.5.2.10. (Added) Other Lights /Lenses- 1 point. All other lights, to include marker lights, dash lights and dome-lights, must be operational. Cracked lenses will also have a 1 point deduction.

A6.5.2.11. (Added) Horn and/or Backup alarm – 2 points. Horns and backup alarms must be in operating condition.

A6.5.2.12. (Added) Wiper Blades/Washer – 2 points. Wiper blades must operate and not be worn, shredded, cracked or dry rotted. Washer must be in operating condition.

A6.5.2.13. (Added) Windshield/Windows/Mirrors – 2 points. Windshields and windows will have no cracks or chips in them, which are not waivered by vehicle maintenance. Rearview and side mirrors must be in place with no discoloration, cracks or chips. Mounting brackets shall be secure and adjustment controls will operate properly.

A6.5.2.14. (Added) Tires – 2 points. Tires will have at least 2/32 treads remaining. A tire must not have breaks, cuts, treads or sidewalls cracked and or exposing the cord. Lug nuts loose or missing. 1 point will be deducted if the tire pressure is not within 5 to 14 pounds of manufactures required amount or tire itself (if tire brand has changed). If tire pressure is over 10 pounds and below 15 or more pounds of the required amount a 2-point deduction will occur.

A6.5.2.15. (Added) Gauges/Instruments – 2 points. All gauges and instruments must be operational.

A6.5.2.16. (Added) Seat Belts/Seats – 2 points. Seat belts must be in good operating condition, properly attached and should not be frayed or cut. Seat adjustment must be operational.

A6.5.2.17. (Added) Brakes – 2 Points. While the vehicle is in gear, the hand break, emergency brake, and foot brake must hold the vehicle in place. Pedal should not go directly to the floor and should have the proper amount of pressure. Brake fluid will be filled to the appropriate level.

A6.5.2.18. (Added) Heater/Defroster/AC – 2 points. Heater, heater fans, defrosters, rear window defroster, and AC must be operational.

A6.5.2.19. (Added) Fire Extinguisher – 2 points. Fire extinguisher must be secured with brackets, have proper markings, and be fully charged, if vehicle is required to have one or more installed.

A6.5.2.20. (Added) Air tanks/Lines/Valves – 1 point. Air tanks shall be securely mounted and free from dents or other external damage, also must not have excessive moisture in tanks, they must be drained prior to vehicle operation. Air hoses, lines, and their connections shall be tight and free of leaks. Safety valves shall not leak after manual operations and air pressure should return to normal operational limits.

A6.5.2.21. (Added) Exhaust system – 1 point. Exhaust systems must be in good operating condition and leak free. Exhaust systems must be properly mounted to the vehicle.

A6.5.2.22. (Added) Pintle Hook/Marking – 2 point. Pintle hook must have a safety pin and be properly secured to the vehicle. 1 point deduction will occur when proper markings are not affixed to the vehicle near the pintle hook. IAW T.O. 36-1-3

A6.5.2.23. (Added) Cleanliness - 1 point. Vehicles will be clean inside and outside.

A6.5.2.24. (Added) Unreported Damage/Defects/Minor discrepancies not mentioned – 1 point. Damage/defects.

A6.5.2.25. (Added) Forms/Decals - 1 point. SF Form 91. **Operator's Report of Motor Vehicle Incident**, and DD Form 518 **Accident Identification Card** must be within the vehicle at all times. The appropriate AF Form 1800 series Operator's Inspection Guide and trouble Report must be properly documented. Tire pressure checks will be performed within the first seven days of each month. Open write-ups which exceed 24 hours or the next duty day, will result in a 1 point deduction.

A6.5.2.26. (Added) Waxing/Corrosion Control - 1 point. Vehicles will be waxed as required to prevent oxidation and corrosion.

A6.5.2.27. (Added) Missing parts – 1 point – hub-caps, ashtrays, door handles/any fluid caps/etc. If a safety item is missing, it will be a major discrepancy.

A6.6. (Added) Vehicle Assessment Computation Instructions:

A6.6.1. (Added) Minor defects count as one point each and major defects are two points each in operator care computation. A maximum of four points can be deducted from each vehicle to determine the rating for an organization, use the following:

A6.6.1.1. (Added) Multiply the number of vehicles inspected (five as an example) by the four (4) points available for each vehicle. This gives a base factor of 20 points (5x4=20).

A6.6.2. (Added) If one major discrepancy and three minor are found the computation would be as follows:

5 - Vehicle Inspected
X4 - Points Per Vehicle
20 - Available Points
- 2 - Points for One Major Discrepancy
18 - Subtotal
- 3 - For Minor Discrepancy
15 - Points Total

15 Points earned divided by 20 available = .75 75% earned (Satisfactory Unit Rating).

A6.6.3. (Added) PERCENTAGE RATING:

A6.6.3.1. (Added) OUTSTANDING = 90.0 – 100

A6.6.3.2. (Added) EXCELLENT = 80.0 – 89.9

A6.6.3.3. (Added) SATISFACTORY = 70.0 – 79.9

A6.6.3.4. (Added) UNSATISFACTORY = 0.0 – 69.9

GOVERNMENT MOTOR VEHICLE INSPECTION CHECKLIST
4 POINT GRADING SCALE

Major Discrepancies 2 points

Minor Discrepancies 4 points

Major discrepancies 2 Points	**Minor Discrepancies 1 point**
Lights	**Forms**
Headlights (high or low beams)	AF Form 18XX missing/not signed for the week
Reverse lights	Waiver card missing (if applicable)
Turn signals/hazards	Tire pressures not signed in first calendar week
Beacon light	DD Form 518 missing
Brake lights	SF Form 91 missing
Tire Condition	**Lights**
Tire below 2/32 wear bars.	Marker/clearance INOP
Breaks/cuts showing core/belts	Interior Dome/Dash INOP
Lug nuts missing/loose	License plate light INOP
	Cracked lenses
Inflation	**Tire Conditions**
a. 15 and more pounds below manufactures required amount or tire recommendation	Inflation
b. 10 and more pounds over manufactures required amount or tire recommendation	5 – 14 pounds below manufactures required amount or tire recommendation
Operational	**Battery**
Emergency brake INOP	Security
Horn/Back-up alarm INOP	Cleanliness/Corrosion
Wipers INOP/blades worn badly/cracked	Battery (cells below required level/if not maintenance free)
Defrost INOP	**Damage**
Brakes INOP	Unreported damage
Mirrors (loose/broken)	Discrepancies not taken to maintenance in a 24 hour period or the next duty day
Windshield/Windows (cracked/chipped)	**Operational**
Fluid Levels	Heater
Oil (must read between add and full making)	Belts Loose/Cracked
Coolant (below required level)	Air Tanks/Lines/Valves (leaks/excessive moisture/ secure
Brake fluid (above or below marking)	**Marking IAW T.O. 36-1-191**
Transmission fluid (must check while engine is running/ above or below marking)	Printle Hook Decal (if applicable)

Power steering (below safe operating level)
Any fluid leaking continuously

Seat Belts

Not Operational/Frayed Or Cut
Seat adjustment INOP

Operational

Belts (missing)
Gauges INOP
Pintle hook pin missing
Fire extinguisher missing/discharged (if applicable)

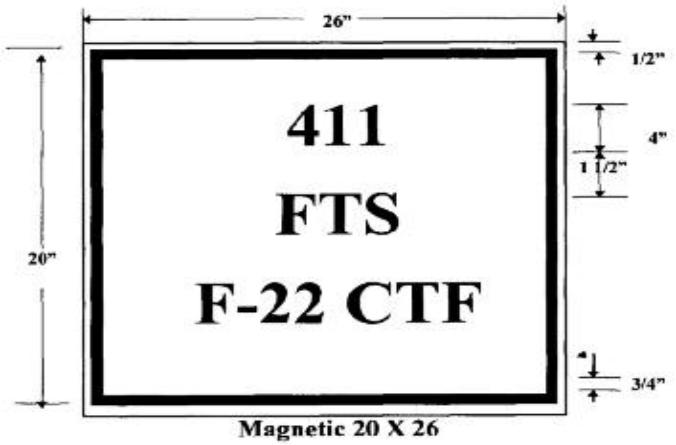
Other

Minor Discrepancies not Mentioned
Any Fluid Cap Missing
Windshield Washer (empty)
Exhaust System (leaks/secure)
Missing Parts e.g. hub caps/ashtray/door handle/etc.

Interior/Exterior

Paint (not waxed/oxidized/peeling)
Corrosion/Rust
Interior (seats/floor/windows/dash-dirty/trash)
Exterior (accumulated dust/dirt/mud/etc.)
Engine (accumulated dust/dirt/oil/etc.)

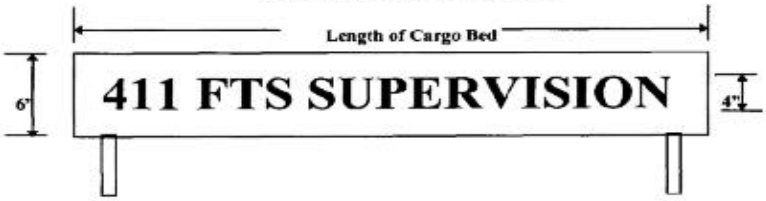
(Not to Scale)



Magnetic 20 X 26

White Background/Blue Border and Lettering

Organizational Sideboard



Blue Background/White Letters

Attachment 7 (Added)

VEHICLE CONTROL OFFICER (VCO) PROGRAM

A7.1. (Added) General. This attachment is prepared for vehicle control officers. It includes both specific guidance and general information needed for VCO personnel to perform required duties with minimum reference to published directives. This supplement aligns with AFPD 24-3, Operation, Maintenance, and Use of Transportation Vehicles and Equipment, AFI 24-301 and Vehicle Control, AFPAM 24-317. Vehicles permanently assigned to units require day-to-day management in addition to that provided by vehicle operations flight personnel. As a result, the Air Force has adopted appointing a VCO that enables organizations to make the most effective use of assigned vehicles.

A7.2. (Added) Vehicle Management Policy. With the need to conserve scarce and costly transportation resources, all management echelons must emphasize asset control and energy conservation. We must keep the fleet operating efficiently. We must optimize fleet size for effective reliable mission support. Management and control necessary to reduce maintenance cost is no longer confined to the base transportation flight. Accordingly, operational control is decentralized to the using agency. The transportation flights provide maintenance support and transportation services not within the using agencies capability. The vehicle user is responsible for operation, conservation, and condition of assigned vehicles. This responsibility is enforced through the operator's supervisor, commander, and especially through you, the VCO.

A7.3. (Added) Vehicle Maintenance.

A7.3.1. (Added) Your responsibilities as a VCO include ensuring that organizational maintenance is performed and that vehicles are made available for repair and services.

A7.3.1.1. (Added) Organizational Maintenance includes: cleaning the vehicle and checking all fluid levels according to the applicable technical orders (TO) and manuals. General purpose vehicle operators service only fuel, engine oil, engine coolant, windshield washer reservoirs, and battery fluid levels. Report all other suspected fluid level deficiencies to vehicle maintenance. Specialized equipment operators are required to perform daily lubrications, make minor adjustments, and install and maintain special attachments (snow plow blades, cables, etc.) as stated in the applicable operating and servicing TOs.

A7.3.2. (Added) Vehicle Maintenance Shop Services:

A7.3.2.1. (Added) Scheduled Maintenance: Proper scheduling should be made to ensure vehicles do not operate past the mileage/operating hour due date. VCO's must ensure that vehicles are delivered to the maintenance shop as arranged with MCA.

A7.3.2.2. (Added) Unscheduled Maintenance: Report vehicle malfunctions to the vehicle maintenance Customer Service Center (CSC) within 1 normal workday. Report malfunctions that affect safe operation at once. The user must make sure that the vehicle is cleaned and delivered to the maintenance activity for required repairs. Failure to report malfunctions constitutes vehicle abuse.

A7.3.3. (Added) Modifying, Painting, or Placing Unit Signs on Vehicles:

A7.3.3.1. (Added) Modification. A modification is a change in configuration that alters the basic design and/or use of the vehicle. Addition of special equipment to meet a specific operational need that does not alter the basic design and/or use of the vehicle is not considered a modification. Examples are: Hydraulic tail gates, cargo covers, camper shells, etc. The installation and removal of this equipment is the responsibility of vehicle maintenance unless the cost of installation is included in the purchase price, and installation is performed by the vendor. Funding of this equipment is the responsibility of the organization. When additional equipment is required, the using activity must submit a letter with full justification to the VOO and the VMO for approval or disapproval

A7.3.3.2. (Added) Painting and Marking. Painting and marking of all government vehicles will be in accordance with TO 36-1-3, Painting, Marking, and Lighting Requirements for USAF Vehicles. Painting or marking of government vehicles will not be performed by a using organization unless specifically approved by vehicle maintenance.

A7.3.3.3. (Added) Placing Unit Signs on Vehicles. These signs provide a uniform method for identifying vehicles as property of the US Air Force and serve to associate such property with the organization to which it is assigned. When used: Signs will be fabricated using a blue plate approximately 6 by 12 inches and will be attached to the front license plate holder. Activity markings may be applied to exterior surfaces if deemed mission essential by local commanders. These markings should be simple to apply and easy to remove without causing damage to the vehicle's exterior surfaces.

A7.3.4. (Added) Maintenance Priorities. Each installation sets vehicle maintenance priorities that most effectively support its mission. These priorities are reviewed and approved by the single approving authority annually. As a minimum, the following actions are taken:

A7.3.4.1. (Added) The VMM and VOO review the unit's proposed mission essential vehicle levels for support-ability. Installed emergency warning lights, military radios, or other such accessories do not automatically cause a vehicle to be put in a higher priority.

A7.3.4.1.1. (Added) When a user receives a replacement vehicle (while prime vehicle is in the shop) and the mission essential level is met, the prime vehicle will receive a routine maintenance priority.

A7.3.5. (Added) VCO Responsibilities and Example of Abuse. As a VCO, you are responsible to your commander for preventing, reporting, and investigating vehicle abuse within your unit. The following are examples of abuse:

- Tampering with governors.
- Running engines at excessive speeds.
- Operating vehicles with insufficient oil or coolants because of failure to check levels, according to established requirements, or failure to monitor dash instrumentation.
- Failing to report malfunctions or damage to the vehicle.
- Riding or slipping clutches, except when necessary to maintain control of a vehicle during backing operations.
- Operating vehicles improperly such as lugging in high gear and shifting into reverse when traveling forward.

- Excessive RPM during engine braking.
- Improper distribution or failure to secure loads properly in cargo areas of vehicles.
- Unauthorized wiring, marking, or modification to vehicles.
- Operating a vehicle with broken tire chain links, or improperly inflated tires.
- Using a vehicle for other than its designed or intended purpose.
- Failures that are not the result of fair wear and tear or defective material or workmanship.

A7.3.6. (Added) Accident Investigation and Reporting Procedures.

A7.3.6.1. (Added) Operator Statements. A vehicle operator must NOT express opinions (orally or in writing) to claimants or their agents as to liability, investigation findings, or the possibility of a claim approval. Operators DO NOT complete insurance company accident report forms. This procedure gives the US Government reasonable protection against claims filed according to the Federal Tort Claims Act.

A7.3.6.2. (Added) Reporting When Operator Is Injured. In accidents involving military vehicles where the operator is injured to the point where the SF 91 cannot be completed by the operator, the VCOs or their designated representative are responsible to have the SF 91 completed.

A7.3.6.3. (Added) Accident Investigation. Local accident notification procedures will be established by transportation. Your organization must investigate the accident and determine liability. In most cases, commanders use their VCO to investigate accidents.

Note: A released for repair notification letter is required by vehicle maintenance before repair on the damaged vehicle is started. This letter is initiated by the affected unit as soon as the vehicle is no longer needed for the investigation. Procedures to accomplish Reports of Survey are contained in AFMAN 23-220.

A7.3.7. (Added) Security of Unit Vehicles.

A7.3.7.1. (Added) You, as a VCO, ensure unit vehicles and fuel are secure. To carry out this responsibility, the following vehicle security rules apply:

- When not in use, the unit's vehicle must be secured.
- As a rule, if a vehicle operator leaves the vehicle unattended, remove the ignition key (commercial vehicle) and lock the vehicle, except for vehicles designated as emergency vehicles crash-fire trucks, security police vehicles, ambulances, etc.) or when a vehicle is parked in a hazardous area (fuel dump, flightline, ammunition storage loading or unloading area etc.).

Note: Flightline is defined as any area where the presence of the vehicle could interfere with normal aircraft movement. Military tactical vehicles should use the factory installed steering wheel restraining cables/chain or install a cable/chain to provide security.

A7.3.8. (Added) Cleanliness of Unit Vehicles.

A7.3.8.1. (Added) As a VCO, You must ensure unit vehicles are clean and presentable (exterior, interior, engine compartment, and engine). Contact local vehicle maintenance personnel for guidance in cleaning engine and engine compartment.

A7.3.9. (Added) Fuels Management. The Base Fuels Management Office is responsible for VIL management. As a safety precaution to prevent static electric discharge, vehicle operators refueling vehicles should make sure the fuel dispensing nozzle remains in contact with the gas tank filler neck while dispensing fuel. Gas cans will not be filled in vehicles, remove the approved container from the vehicle and place it on the ground a safe distance away from the vehicle to avoid static electric discharge from bed liners.

A7.3.10. (Added) Vehicle Inspection Requirements and Procedures.

A7.3.10.1. (Added) Inspection Requirements and Procedures:

- Operator inspection guide and trouble report forms are provided for different equipment types to help vehicle and equipment operators complete required inspection and servicing. These forms also provide a monthly record of inspections accomplished, discrepancies reported, and maintenance corrective actions taken. Most of the forms are alike, except for the "items to be checked" column. AF Form 1800, Operator's Inspection Guide and Trouble Report (General Purpose Vehicles), is used as an example to describe entry and forms maintenance responsibilities. NOTE: Check fire trucks, refuelers, and 463L equipment daily, when they are used.

A7.3.10.1.1. (Added) Organizations operating GSA/leased vehicles will perform operator maintenance using appropriate Operator Inspection Guide and Trouble Report and follow GSA prescribed procedures for corrective action.

A7.3.10.1.2. (Added) VCO/VCNO will ensure all repaired vehicles are inspected for serviceability after being released from a vehicle repair facility. For off base repairs, a copy of the repair invoice shall be acquired from the repair facility and maintained in the VCO/VCNO folder by vehicle registration number. If vehicle is transferred the vehicle maintenance records will be transferred to the gaining VCO/VCNCO.

A7.3.10.1.3. (Added) VCO/VCNCO will document repairs actions taken by the GSA/leased service provider in the Maintenance Control Report section on page two of AF Form 18XX. This applies only for GSA/leased vehicles not repaired by Air Force vehicle maintenance shop. (Note: The Maintenance Control Report section on page two of the AF Form 18XX is completed by vehicle maintenance control for government owned vehicles)

A7.3.10.1.4. (Added) Add any additional operator inspections required for specific and/or unique missions (e.g. nuclear handling missions) into the AF Form 18XX, Operator Inspection Guide and Trouble Report, under ITEMS TO BE CHECKED (OTHER: Blocks). Added items could include tire ply ratings, fire extinguishers, cracked welds, etc.

A7.3.10.1.5. (Added) Nuclear Certified GSA/leased vehicles used in direct support of munitions maintenance squadrons that are not maintained by an Air Force Vehicle Maintenance shop, will have repairs accomplished at a Manufacturer's Vehicle Repair Dealership whenever possible. If a dealership is unavailable, an Automotive Excellence Service (ASE) repair facility will be used.

A7.3.10.2. (Added) Other Air Force form numbers and the equipment that they apply to are listed below:

- AF Form 1806, **Operator's Inspection Guide and Trouble Report** (Aircraft Towing, Base Maintenance, Deicers, High Reach, and Snow Removal).

- AF Form 1807, **Operator's Inspection Guide and Trouble Report** (Fuel Servicing).
- AF Form 1810, **Operator's Inspection Guide and Trouble Report** (463L and Material Handling Equipment (MHE)).
- AF Form 1812, **Operator's Inspection Guide and Trouble Report** (all "P"-series firefighting vehicles).

A7.3.11. (Added) Procedures for Recording Discrepancies and Delaying Maintenance.

A7.3.11.1. (Added) Operators record any discrepancies found during weekly or daily inspections which require maintenance in Vehicle/Equipment Discrepancy and Maintenance Report section of the Inspection Guide and Trouble Report Form and report them to maintenance. **Note:** Operator's do not make entries in the "Maintenance Control Report" section, except for end-of-month close-out as stated in 14.5.

A7.3.11.2. (Added) The VMM, VMS, or a qualified representative resolves any question about the seriousness of a discrepancy, decides whether the discrepancy can be delayed, and, if it can, initials the maintenance control entry on the inspection guide.

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